

<b>State of Alaska</b> <b>Division of Motor Vehicles</b> <b>Standard Operating Procedures</b>	<b>SOP No. T-3</b>	<b>Page No. 1 of 1</b>
	<b>Effective</b> January 6, 2006	
<b>Subject</b>	<b>Supersedes</b> T-3	<b>Dated</b> 9/15/00
<b>FAX AND PHOTOCOPIES OF DOCUMENTATION</b>	<b>Approved</b>	
<b>Statute:</b>	<b>Regulation:</b>	<b>Form No.</b>

The general policy of the Division is that fax or photocopies of a document are not acceptable when that document is the primary credential for transferring title. A primary credential is an MCO, a title, power-of-attorney or a lost title affidavit. In the case of primary transfer documents, the Division requires that the original be surrendered when a new title is issued. This prevents more than one ownership document from being in circulation at the same time. Faxes and copies of notarized documents are not acceptable because changes can be made to a document that is not detectable once the document has been faxed or copied.

If a notarized document needs to be retained by the customer then the DMV Representative or agent may make a copy and note on it that the original did have the seal. Following is a general list of items and whether or not a fax or copy is acceptable.

#### **UNACCEPTABLE**

- Application for Title and Registration (Signature must be original, in ink.)  
Exception: When issuing a "Registration Only" (Snow machine, ATV, etc.)
- Driver License Application (478) / CDL Application (415)
- MCO/MSO
- Notarized documents
- Parental Consent
- Parental Withdrawal of consent
- Power of Attorney (Specific)\*
- Title

\*Power of Attorney (General) Copy must have either been made by a DMV representative and witnessed, or certified as a true copy of the original by a document custodian. Procedures for document custodian can be found in the Frequently Asked Questions section on the Lieutenant Governors Home Page under Notary.

#### **ACCEPTABLE**

- Boat Application
- Certificate of Insurance
- Credit Card Agreement
- Disability Permit Application
- Driving Record release
- Employee ID Application
- Lien Release (Must have date and signature)
- Request for Vehicle Research or Record

Cross Reference:

T-130 Power of Attorney